



**ROCKWELL COLLEGE**  
**FEES POLICY**

## **ROCKWELL COLLEGE**

Rockwell College is a recognised Voluntary Secondary School, providing Junior Certificate & Junior Cycle, Transition Year, Leaving Certificate and Leaving Certificate Vocational Programmes as prescribed by the D.E.S. which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Rockwell College is a co-educational school. The pupil body comprises of boarders and day-boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

## **MISSION STATEMENT**

We support the principles of providing an environment where: Catholic values and practices are promoted and maintained; pupils can develop their full potential; personal responsibility is promoted; life-skills are reinforced through participation in educational, sporting and cultural activities; pupils are prepared for an appropriate career; pupils are made aware of their cultural heritage; parental collaboration is promoted and encouraged; an education free from fear and intimidation is provided; a sense of integrity is nurtured and the student demonstrates respect of values, diversity of tradition, language and ways of life in society. This will be fostered through the pastoral care system of the College.

## **RATIONALE:**

Rockwell College is a fee-charging Voluntary Secondary school. School fees are the primary source of income for Rockwell College notwithstanding the payment of a number of teaching salaries by the Department of Education & Skills.

The Department of Education and Skills (DES) pays the salaries of those teachers according to the number of pupils enrolled in the previous year. This is calculated on a ratio prescribed by the DES.

To facilitate a wide curriculum and range of classes, the Board of Management employs a number of teachers in excess of the staffing allocation made to the school by the DES.

Rockwell College also employs a number of ancillary staff to support the pupils, teachers and management of the College and to ensure the well-being of the child. The maintenance and upkeep of the College grounds, buildings and facilities are the responsibility of the Board of Management and these costs are also paid from the fees charged.

This document is intended to outline for parents/guardians/agents the fee structures in place, relevant applicable discounts, payment methods and other relevant information relating to the payment and processing of fees at Rockwell College.

## **DEFINITIONS:**

- Parents: Those persons named on the College records as being the parent(s) or guardian(s) of the pupil
- Agent: Acts as the point of contact between the College and the parents. Can be responsible for booking a student with the school and paying for services, including admission fees. In cases where the College acts as agent, the College books the services as advised by the parents and the parents pay the fees

The College:	Rockwell College
DES:	Department of Education & Skills (or similar body)
Trustees:	Spiritan Education Trust (SET)
Residential Boarders:	Pupils residing in the College or with Host families as boarding pupils
Full Day:	Tuition, lunch, extra-curricular, tea & evening study
Reduced Day:	Tuition, lunch, & extra-curricular.
Fees:	The annual fees set by The Board of Management of the College and approved by SET

### **FINANCIAL RESOURCES:**

As a fee-charging school, Rockwell College does not receive capitation grants (i.e. grants for heat, light, electricity) from the DES. Neither is it eligible for a range of other grants. It is totally dependent on fees to meet all costs apart from those teaching salaries met by the DES and certain State prescribed funds that may arise from time to time.

The fees set by Rockwell College are approved annually by the Trustees, namely the Spiritan Education Trust (SET). Only the Trustees can approve any change in the fees set by the Board of Management of Rockwell College.

### **REQUIREMENTS OF PARENTS:**

It is expected that parents will:

- Familiarise themselves fully with the fees charged by the College. By registering the pupil to attend the College, the parents shall be deemed to accept the obligation to pay the fees
- Pay the full years fee for the entire academic year, via one of the payment options
- Pay the fees punctually in accordance with the payment options below
- Communicate with the Finance Manager in the event of delayed payments
- Respond if informed by the College that there are delays in the receipt of payment
- Be available to meet with the Finance Manager and/or Principal to discuss issues arising from fee payment or non-payment
- Deal with the College in an honest and transparent manner
- Inform the College promptly of any change of contact address of either or both parents.

### **REQUIREMENTS OF ROCKWELL COLLEGE:**

It is expected that Rockwell College will:

- Send any and all communication in relation to fees in a format that is easily understood.
- Deal with queries promptly, courteously and professionally.
- Be available to meet with parents to discuss issues arising from fee payment or non-payment.
- Adhere to the requirement for Trustee and Board approval in relation to fees set.
- Inform parents of any fee increases, via update on the College website, as far in advance as is practical to allow parents to plan appropriately

### **PAYMENT OPTIONS:**

Payments may be made by cheque, cash or Bank Transfer to the relevant College account indicated to parents.

Parents are to ensure that:

- their Account reference is on all documentation and/or transfers
- they check and retain the receipt for any cash paid to the College
- they do not send cash via the post
- they choose one of the following options for payment and notify [accounts@rockwellcollege.ie](mailto:accounts@rockwellcollege.ie) of their choice of payment method

<b>Option 1</b>	One single payment on August 1 <sup>st</sup>	Open to all pupils.
<b>Option 2</b>	Two half year equal payments on August 1 <sup>st</sup> and November 1 <sup>st</sup> .	Open to all pupils.
<b>Option 3</b>	Standing Order for 10 equal monthly payments totalling the full fee due starting August 1 <sup>st</sup> with final payment on May 1 <sup>st</sup>	Available to Day Boarders and Irish Resident Boarders only

### **ADDITIONAL CHARGES:**

In addition to College Fees, Boarders will be charged for laundry, transport, books, medical appointments and uniform etc. if supplied by the College. These extra charges will be billed quarterly and are required to be paid immediately.

Overseas Boarders pay for these services via their Reserve Fee which is payable in advance with their August 1<sup>st</sup> fee instalment, as invoiced. The balance, if any, is:

- credited against any remaining fees or
- credited to the next academic year reserve balance or
- returned where all fees are paid and the student is not returning in the next academic year

### **SCHOLARSHIPS:**

Rockwell College awards two categories of scholarship on an annual basis.

1. One Spiritan Scholarship is awarded to a deserving candidate whose financial situation might otherwise preclude them from attending Rockwell College. This scholarship is open to 6th-class pupils attending primary schools in County Tipperary. Candidates must demonstrate a strong work ethic, the potential to thrive in the structured environment of Rockwell College, and support of the Spiritan ethos. This scholarship covers, to a maximum of six years, the cost of the Full Day Fee, schoolbooks (excluding stationery), uniform, required sports gear, and bus transport (on an existing bus service).

2. The Academic Scholarship: Three Half-Scholarships are awarded to candidates who have been accepted as incoming First Years to Rockwell College. These candidates are required to sit the Rockwell College Scholarship Exams in Irish, English, and Mathematics. The Academic Scholarship covers 50% of the Full Day Fee for a maximum of six years and are awarded to the candidates who attain the three highest cumulative totals. In the case of a scholarship being awarded to a boarding student, the fees will be discounted by the Scholarship award amount.

#### **DISCOUNTS:**

In order to support parents, a discount is applied in cases when a second or subsequent sibling is attending concurrently. This discount is applied only to pupils attending as Full Day Boarders and Residential Boarders. The discount is 25% of the College Fees and does not apply to additional charges that may arise such as school trips, books, medical, uniform, mock exam fees, State exam fees etc. As is the case with the fees charged by the College, any change to the discount is subject to Trustee approval prior to being amended by the Board of Management.

#### **TERMS & CONDITIONS OF DISCOUNTS:**

- The Sibling Discount is applicable to the second and subsequent sibling attending concurrently (i.e. two or more attending the College in the same school year).
- It is only applied where all siblings are taking the Full Day Option or are Residential Boarders for the full year
- In cases where a pupil might be eligible for both a Scholarship and a Sibling Discount, the higher of the two discounts only will be applied to that child.
- Discounts and Scholarships apply in respect of a named child.
- Discounts and Scholarships are not transferable.

#### **REIMBURSEMENT OF FEES:**

- A deposit is required once a place in Rockwell College has been offered. This deposit is non-refundable.
- No reimbursement will be made in the event of school closures (strikes, weather, unforeseen events, etc.) or pupil absence.
- Fees will not be reimbursed if the child leaves Rockwell College during the school year for any reason, including Suspension or Expulsion from the College or Residence.
- Any balance on the account at the date of the child's departure is payable via one of the payment options.

#### **CHANGE OF STATUS:**

In the event of a change of pupil status – i.e. a move from Reduced Day to Full Day, or to Boarding, a pro-rata increase or reduction (as applicable) will be applied, once agreed, to the fees for that pupil from the date that the school has been informed of same, in writing.

### **NON-PAYMENT OF FEES:**

Rockwell College requires the payment of fees to provide the services offered to pupils. Every effort is made by the College to monitor accounts and advise parents if concerns are arising in respect of payments. Any notification to the Parents or to the Agent is duly and validly given if sent by post or by email to the last recorded postal address or email address held on the College records or database. In cases where fee payment is not punctual or falls short of the amount due, the College may proceed with any or all of the actions below:

- A reminder note on statements issued that payment is late
- A note to inform parents that the payments being made are insufficient to cover fees due
- Personal contact via phone, letter or email
- Invitation to meet the Finance Manager and/or the Principal to discuss problems that have arisen
- Withdrawal of educational (tuition) & support services (meals/extracurricular/study/boarding) from the pupil(s) involved.
- Legal proceedings to recover the outstanding debt.

### **POINTS OF NOTE:**

- In instances where parents have a poor payment history, Rockwell College can require full fees to be paid up front prior to the commencement of the next school year.
- Parents/guardians and, where applicable, agencies, are jointly and severally liable for any fees and charges issued and balances outstanding.

### **RATIFICATION & REVIEW**

This Policy was ratified by the Board of Management of Rockwell College and is subject to periodic review.

*Damien Kennedy*

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Chairperson, Board of Management

*29<sup>th</sup> March 2021*

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Date